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ADMINISTRATIVE-INTERNAL USE ONLY

OIT 0409-88

5 MAY 1988

MEMORANDUM FOR: Comptroller

VIA: Deputy Director for Administration
Deputy Director for Intelligence
Director of Scientific Weapons Research

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Transfer of Six Positions from the Office of Information Technology to the Office of Scientific Weapons Research

1. It is requested that six positions be transferred from the Office of Information Technology to the Office of Scientific Weapons Research. This position transfer is in accordance with the attached Office of Information Technology Dispersed Office Support Memorandum of Agreement.

2. The positions to be transferred are:

POSITION NUMBER	POSITION GRADE	TITLE	SERVICE DESIGNATION

STAT

STAT

Edward J. Maloney

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CONCUR:

_____ _____

Deputy Director for Administration Date

CONCUR:

_____ _____

Director of Scientific Weapons Research Date

CONCUR:

_____ _____

Deputy Director for Intelligence Date

APPROVAL:

_____ _____

Comptroller Date

Attachment: As stated

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SUBJECT: Transfer of Six Positions from the Office of Information Technology to the Office of Scientific Weapons Research

STAT C/PER/OIT [redacted] (5 May 1988)

Distribution:
Orig - Addressee (w/att)
2 - DDA (w/att)
1 - Comptroller (w/att)
1 - DDI (w/att)
1 - DDA/MS (w/att)
1 - DDA/CMS (w/att)
1 - D/OSWR (w/att)
1 - OSWR/PER (w/att)
1 - C/PER/OIT (w/att)
2 - OIT/Registry (w/o att)
1 - D/OIT (w/att)

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MEMORANDUM OF AGREEMENT

FOR

OIT DISPERSED OFFICE SUPPORT

TO OSWR

16 MARCH 1988

(Becomes UNCLASSIFIED if the attachment is removed.)

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Memorandum of Agreement for OIT Dispersed Office Support to OSWR

1. BACKGROUND

The Office of Information Technology (OIT) and the Office of Scientific Weapons Research (OSWR) are jointly involved in the development and support of Automated Data Processing (ADP) systems whose success is crucial to the Agency. This Memorandum of Agreement (MOA) recognizes the importance of a smooth working relationship between OIT and OSWR, and establishes an OIT Dispersed Office Support (DOS) unit within OSWR. The OSWR DOS unit will ensure that these ADP activities are responsive to the priorities of OSWR; foster better communications between system implementors and the customer; greatly enhance the implementors' understanding and knowledge of customer activities; and provide for customer visibility into the system development and maintenance process.

2. FUNCTION

This unit will be the first DOS component established within the Directorate of Intelligence (DI). The OIT staffers will be joining the Information and Scientific Systems Division (ISSD), an established ADP component of approximately thirty ADP professionals. ISSD is one of nine division-level components within OSWR that report to the Director of OSWR. The function of the unit will be to provide the following developmental and support activities:

2.a. Programming large scientific computing tasks to include CRAY FORTRAN models, developing new methods to display computer output graphically, investigating Artificial Intelligence application for OSWR analysts, and developing optimization techniques to maximize the use of the mainframe computers.

2.b. Developing algorithms to process signals in support of weapons systems analysis, tuning data processing techniques to improve data input/output processes, and implementing software to support the operations of the data management library.

2.c. Managing and supporting the Technical Analysis and Display System (TADS) - a complex graphics system to examine technical data used by the systems divisions.

2.d. Programming PC and database applications for OSWR analysts, providing consulting activities for OSWR programmers and analysts, and introducing new ADP techniques into the production offices.

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3. OIT MANAGEMENT IMPLICATIONS

OIT and OSWR agree that a DOS unit shall be established within OSWR. The management implications of this agreement are as follows:

3.a. The DOS unit shall be composed of MZ, IN and, ISW careerists, and contractors. (MZ is the career service for OIT. IN is the career service for computer professionals in the DI. ISW is the career service for OSWR.)

3.b. OIT shall nominate an MZ careerist to serve as the manager or deputy manager of the DOS unit as designated by OSWR. This MZ careerist will be referred to as the Senior MZ Manager.

3.c. The Director of OSWR shall have the right to interview and approve the individual recommended by OIT for the Senior MZ Manager position. OIT shall make all MZ personnel assignments to the unit.

3.d. The DOS unit shall be responsible for writing or reviewing the annual Performance Appraisal Reports (PAR's) for the members of the DOS unit with the following caveat: each employee's PAR shall have either the primary or reviewing comments written by a manager from that employee's own career service. The Senior MZ manager shall have his/her PAR written by the appropriate OSWR manager and reviewed by Chief, Development Group (DG), OIT. The DG Chief shall review the Senior MZ manager's performance with respect to adherence to OIT development standards, policies, and practices.

3.e. The Senior MZ Manager shall provide OIT category and promotion recommendations for the MZ DOS unit members to the OIT/DG career sub-panel. He/she will participate in OSWR panels to the extent desired by OSWR. The Senior MZ manager will attend periodic OIT/DG project status meetings.

3.f. OIT shall be responsible for providing six MZ positions and OSWR will provide one ISW position that will be converted to the MZ career service. This converted position is subject to OSWR recall with the stipulation that OSWR provide adequate advance notice to OIT. All seven positions shall be on the Table of Organization of OSWR. (See Attachment)

3.g. OIT shall be responsible for staffing the seven MZ positions with the appropriate MZ personnel. OIT personnel shall be assigned to the DOS unit for a tour of duty. The MZ personnel assigned to the DOS unit will have an appropriate mix of skills and experience. In the event that OIT cannot fill the MZ position, OIT may request that OSWR nominate a candidate. The staffing level shall be reviewed annually by OSWR and OIT. Should OSWR desire to increase the number of MZ personnel in the DOS unit, it shall provide the requisite number of ISW positions and convert them to MZ.

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3.h. The existing OIT rotational program with OSWR will be eliminated. As a transitional vehicle, all existing rotational agreements will be honored as part of the DOS program.

3.i. All DG/OIT applications development and maintenance activities for OSWR will be done by the DOS unit. (See Attachment)

3.j. The OIT TADS funds - $350,000 for software maintenance - will be transferred to the OSWR base budget. The Budget and Finance Officers of OIT and OSWR will arrange for this transfer to be effective 1 October 1988. The hardware maintenance funds, $150,000, will continue in the OIT base.

4. OSWR MANAGEMENT IMPLICATIONS

In addition to other responsibilities defined in the MOA, the DOS unit shall:

4.a. The DOS unit manager shall be responsible for managing the resources of the unit to maximize the responsiveness and quality of ADP services to OSWR by developing and maintaining an ADP strategic plan. The unit manager shall review all requests for work, and shall provide formal estimates for accomplishing the work, along with recommended alternatives, if any. The unit manager shall ensure that ADP development and support activities follow OIT standards, while responding to the priorities and requests of OSWR. The final decision for work priority and approval shall reside with OSWR.

4.b. OSWR shall be responsible for funding any ADP equipment, software, and contractors required to accomplish the work of the DOS unit. The DOS unit manager shall be responsible for budget formulation by preparing estimates and cost justifications for DOS efforts. The DOS unit manager shall be responsible for appointing the Contracting Officer's Technical Representatives for the DOS unit's contracting efforts. OSWR shall fund appropriate project related ADP training for all personnel assigned to the DOS unit.

4.c. OSWR shall be responsible for establishing a mechanism for reviewing, screening, selecting, and prioritizing ADP requirements for OSWR.

4.d. OSWR shall be responsible for defining the functional requirements, participate in reviews and conduct formal acceptance tests for systems deliverables, where appropriate.

4.e. OSWR shall use the DOS unit manager as the focal point for identifying and coordinating ADP or communications activities which can reasonably be expected to affect the OIT services network.

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4.f. OSWR shall provide the DOS unit with working space, clerical support, and ready access to an adequate number of terminals and printers.

5. OIT/DG CENTRAL SERVICES

OIT/DG will continue to centrally:

5.a. Manage the careers of the MZ DOS unit staff personnel.

5.b. Establish and enforce development standards, guidelines and methodologies.

5.c. Through a senior technical review panel, ensure that all developmental efforts, including those managed by the DOS unit, comply with applicable standards for architecture and development, unless otherwise exempted.

6. OIT CENTRAL SERVICES

OIT will continue to centrally define the architecture, install and maintain the Agency-wide communications and computing systems.

7. AUTHORITY AND IMPLEMENTATION DATE

The approving signatures affixed to this MOA shall constitute its authority. The OIT DOS unit shall be constituted and formally begin operations within ten days of the latest approving signature date. This MOA can be changed with the approval of both offices and shall remain in effect until formally rescinded by either office.

Attachment
DOS Projects and Personnel

CONCUR:

STAT [redacted]

Director, Office of Scientific and Weapons Research — Date 29 Mar 88

STAT [redacted]

Director, Office of Information Technology — Date 3/18/88

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ATTACHMENT

I. Projects transferred with the DOS Unit.

STAT

II. DOS Personnel.

STAT

III. MZ Positions.

STAT

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OIT/TRIS
LOGGED

25 FEB 1988

29 FEB 1988

MEMORANDUM FOR: Director of Information Technology

FROM: Gordon C. Oehler
Director, Office of Scientific and Weapons Research

SUBJECT: Decentralized ADP Support

REFERENCE: Memorandum dated 20 January 1988

Ed

1. With one exception, I concur with everything in the 20 January 1988 "Draft Memorandum of Agreement for OIT Dispersed Office Support to OSWR." The exception is the grades of the proposed slots to be provided by OIT. As I'm sure you are aware, the Chief/Information and Scientific Systems Division/OSWR and the Chief/Development Group of OIT held a final negotiating session in December 1987. They concurred on all issues except the grades, and it was agreed to leave that issue on the table for office director consideration.

2. The concept of a Dispersed Office Support unit within OSWR was originally presented to the DI in the spring of 1987 by the Director of OIT in a briefing to the Director of OIR. Of course, OIT had held preliminary discussions with OSWR and OIR. Among other items a chart was presented (a copy of which is attached) that outlined the Staff and Positions proposed for the unit. The following table includes a comparison of that chart with the positions listed in the Draft MOA, and a suggested alternative.

	Proposed in 1987 Briefing	Positions in Draft MOA	Proposed Alternative
			STAT
Total Positions			STAT
Total Points			

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SUBJECT: Decentralized ADP Support

3. I feel strongly that both the GS-14 and GS-15 positions should be included because of necessity, historical precedent, and a previous OIT commitment. As you noted in your memorandum the TADS COTR position has traditionally been a GS-14 position, commensurate with the budget and contractor personnel responsibilities involved. In the summer of 1986, Mr. STAT [redacted] agreed to try and build the level of OIT's support to OSWR partway back to its previous commitments. That involved keeping the TADS support at the level of three people, which had been in the original Congressional allocation for TADS; one of these was the GS-14 COTR. Three other people were to be provided, including a GS-15 supervisor, to rebuild the PROJECT TRAJ effort and to get OIT more directly involved in the applications development for the coming CRAY computer. As former head of the Applications Directorate/ODP, you may recall more about PROJECT TRAJ than I do, but I understand that it was a large and successful support effort (always greater than six staffers, mostly STAT senior people). In August 1986 [redacted] assigned [redacted] then a STAT GS-15, to supervise the OSWR support effort. At that time, [redacted] was already working as the TADS COTR in the traditional GS-14 position.

STAT 4. When [redacted] decided to leave the effort, [redacted] agreed to STAT accept [redacted] a GS-14 IN Careerist as a rotational to OIT, to perform those duties. The rotational paperwork was held by OIT pending STAT creation of the DOS unit. While [redacted] assumed those duties, including reporting to OIT management, his status was held in limbo regarding his position. Following the DOS presentation by the D/OIT, OSWR reorganized its major ADP unit into a division level component and included the DOS people as integral to the unit. Specifically, we designated the Senior MZ person as the Deputy Division Chief and the TADS COTR to head a Branch dedicated to TADS support and development.

STAT 5. [redacted] has been acting in the role proposed in the MOA for many months and it is clear that he is performing a valuable service for both OIT and OSWR. His contacts within OIT have helped both offices improve operations and head off problems. OSWR has traditionally been an extremely heavy user of STAT nearly every service OIT provides and [redacted] presence in OSWR has greatly aided the flow of information and plans between OIT managers and OSWR, particularly at the middle manager level. Those duties and his management responsibilities have been extremely valuable to OIT and OSWR, but he doesn't have time to be the COTR of a large project like TADS.

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SUBJECT: Decentralized ADP Support

6. Based on the clear intent of OIT, our resultant actions, and the great responsibilities of the two senior MZ positions, I feel the MOA should be modified to reflect my alternate proposal. I think the concept of the DOS unit is excellent and I'm told has done a great deal already toward making the ADP fraternity in the Agency feel more like a team rather than adversaries. I look forward to continuing to strengthen that bond and to working toward a better future.

STAT

Gordon C. Oehler

Attachment

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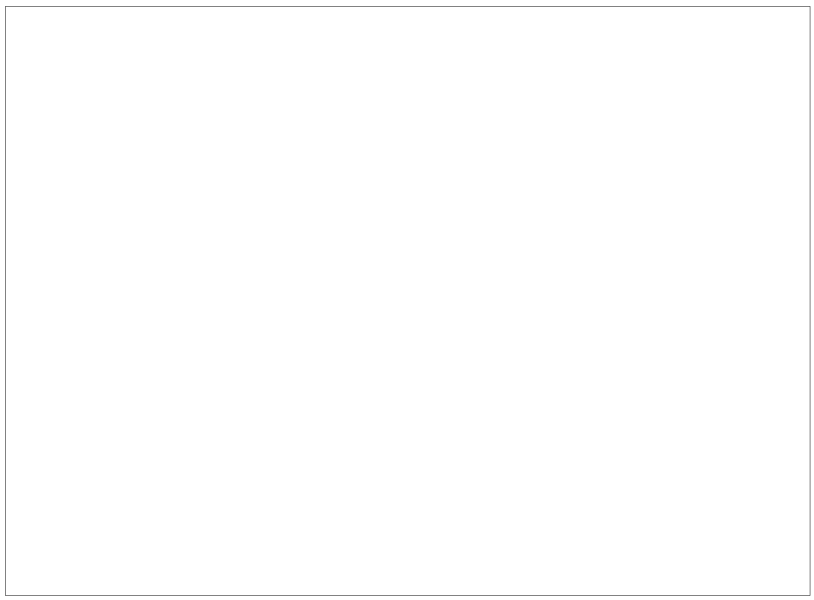
Current Staff –

STAFF **POSITIONS**



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OIT-7214-88

16 JUN 1988

MEMORANDUM FOR: Director, Office of Scientific and Weapons Research

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Decentralized ADP Support for OSWR

REFERENCE: OIT-7208-88, Memorandum dtd 18 Mar 88, Same Subject

The attached MOA for Dispersed Office Support to OSWR has been amended. The sentence "Upon termination of this MOA the slots referenced in the Attachment will revert back to their respective offices." has been added to paragraph 3.f. This is deemed necessary to protect the equities of both OSWR and OIT.

STAT

Edward J. Maloney

Attachment:
Memorandum of Agreement

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SUBJECT: Decentralized ADP Support for OSWR

STAT C/CMS/DG/OIT [redacted] (3 June 88)

Distribution:
Orig - Addressee (w/att)
2 - D/OIT (w/att)
3 - OIT Registry (w/o att)
1 - DG/OIT (w/o att)
1 - CMS/DG (w/o att)

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16 March 1988

Amended - 7 June 1988

MEMORANDUM OF AGREEMENT

between

THE OFFICES OF SCIENTIFIC AND WEAPONS RESEARCH and INFORMATION TECHNOLOGY

for

DISPERSED OFFICE SUPPORT

1. BACKGROUND

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2.b. Developing algorithms to process signals in support of weapons systems analysis, tuning data processing techniques to improve data input/output processes, and implementing software to support the operations of the data management library.

2.c. Managing and supporting the Technical Analysis and Display System (TADS), a complex graphics system to examine technical data used by the systems divisions.

2.d. Programming PC and database applications for OSWR analysts, providing consulting activities for OSWR programmers and analysts, and introducing new ADP techniques into the production offices.

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3.g. OIT shall be responsible for staffing the seven MZ positions with the appropriate MZ personnel. OIT personnel shall be assigned to the DOS unit for a tour of duty. The MZ personnel assigned to the DOS unit will have an appropriate mix of skills and experience. In the event that OIT cannot fill the MZ position, OIT may request that OSWR nominate a candidate. The staffing level shall be reviewed annually by OSWR and OIT. Should OSWR desire to increase the number of MZ personnel in the DOS unit, it shall provide the requisite number of ISW positions and convert them to MZ.

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4.d. OSWR shall be responsible for defining the functional requirements, participate in reviews and conduct formal acceptance tests for systems deliverables, where appropriate.

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4.f. OSWR shall provide the DOS unit with working space, clerical support, and ready access to an adequate number of terminals and printers.

5. OIT/DG CENTRAL SERVICES

OIT/DG will continue to centrally:

5.a. Manage the careers of the MZ DOS unit staff personnel.

5.b. Establish and enforce development standards, guidelines and methodologies.

5.c. Through a senior technical review panel, ensure that all developmental efforts, including those managed by the DOS unit, comply with applicable standards for architecture and development, unless otherwise exempted.

6. OIT CENTRAL SERVICES

OIT will continue to centrally define the architecture, install and maintain the Agency-wide communications and computing systems.

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7. AUTHORITY AND IMPLEMENTATION DATE

The approving signatures affixed to this MOA shall constitute its authority. The OIT DOS unit shall be constituted and formally begin operations within ten days of the latest approving signature date. This MOA can be changed with the approval of both offices and shall remain in effect until formally rescinded by either office.

CONCUR:

STAT

Director, Office of Scientific and Weapons Research — 26 JUN 1988 — Date

STAT

Director, Office of Information Technology — 16 JUN 1988 — Date

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ATTACHMENT 1

Projects transferred with the DOS Unit

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ATTACHMENT 2

DOS Personnel

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ATTACHMENT 3

MZ Positions

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